

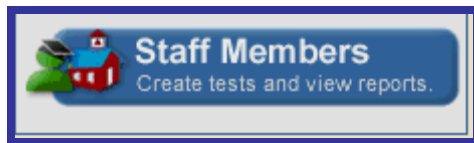


## ACHIEVEMENT SERIES – CLASSROOM MODULE

### Create a Classroom Test: Answer Key Option

#### Section 1: Login to Achievement Series

1. Open an Internet browser, such as Windows Explorer.
2. Go to <http://www.achievementseries.com/>
3. Click the **Staff Members** button.



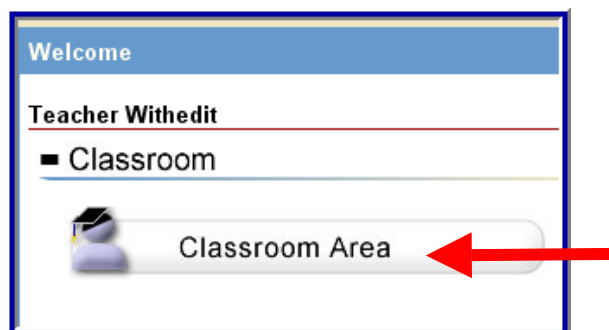
4. Enter your **Site ID**, **Staff ID** and **Password**. Then click **Login**.

Site ID:

Staff ID:

Password:

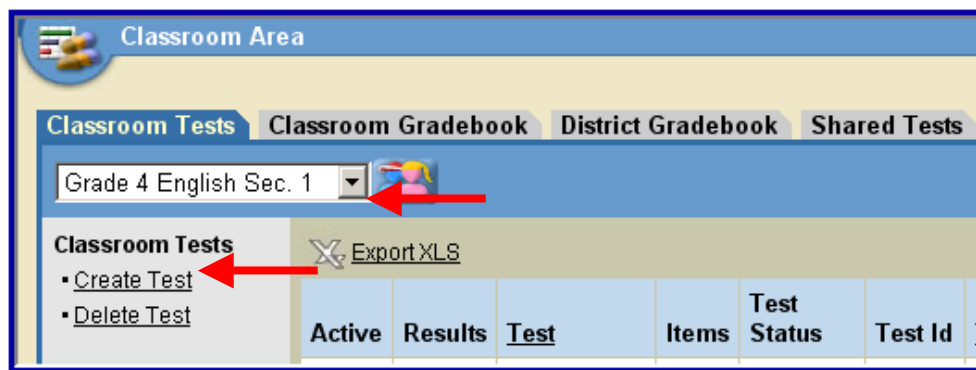
5. At the Home Page, click the **Classroom Area** button.



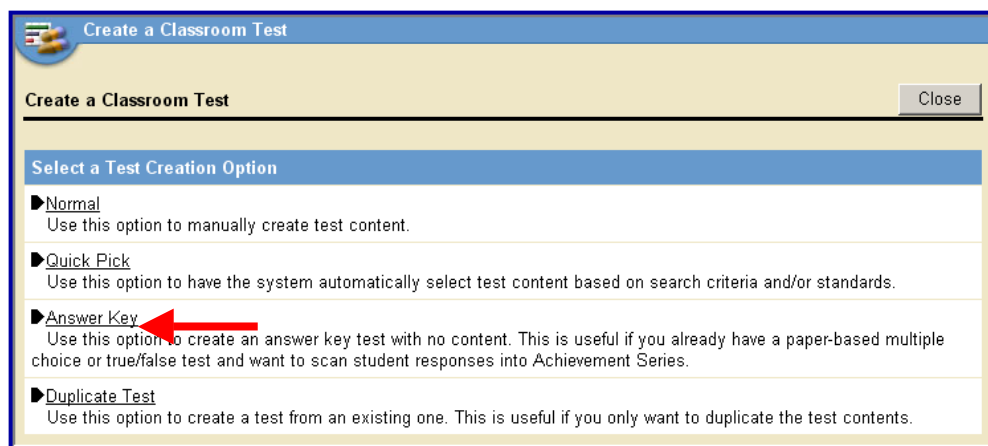
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## Section 2: Create a Test - Answer Key Option

1. In the **Classroom Area** select the **Classroom Tests** tab.
2. Select the **Class** from the dropdown box, and then click **Create Test**.



3. Select this test creation option: **Answer Key**.



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**Complete the following (4) steps to setup a test with an Answer Key only.**

The Answer Key option is available *only* for tests scored with Scanner Forms.

## 1. Step 1 of 4: Specify Test Properties

A. Enter a **Test Name**.

*Example:* Language Arts 6 Weeks Exam – April 15, 2005

B. (Optional) Select **Private** to prevent Achievement Series system administrators from having access to this test.

C. Enter a **Test Date**.

- Test Date sorts tests chronologically in the Classroom Gradebook.
- Test Date does not restrict when students can actually take the test.

D. Skip this section regarding *Number of Versions*.

This does not apply for this test creation option.

E. Click **Next** to advance to Step 2 of 4.

The screenshot shows a software window titled "Create an Answer Key Only Test". Inside, there's a sub-header "Specify Test Properties Step 1 of 4" with "Cancel" and "Next" buttons. The main area is titled "Test Properties" and contains several fields: "Test Name" with the value "Language Arts 6 Weeks Exam - April 15, 2005" and an asterisk; "Private" with a checked checkbox and explanatory text; "Test Date" with dropdowns for "April", "15", and "2005"; and "Number of Versions" with a dropdown set to "2" and explanatory text. Below these are two more checked checkboxes for randomizing questions and answer choices. A legend at the bottom right states "\* = required information".

Test Properties	
Test Name	Language Arts 6 Weeks Exam - April 15, 2005 *
Private	<input checked="" type="checkbox"/> Check here for private mode. This mode restricts administrators of this system from having any default access based on their position.
Test Date	April 15 2005
Number of Versions:	2 Select the number of test versions to be created when the test is active.
	<input checked="" type="checkbox"/> Randomize test questions.
	<input checked="" type="checkbox"/> Randomize the answer choices on multiple choice and multiple response questions.

\* = required information

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### 2. Step 2 of 4: Specify Class Assignment

A. Select the appropriate Class.

B. Click **Next**.

The screenshot shows a window titled "Create a Normal Test" with a sub-header "Specify Class Assignment Step 2 of 4". It includes "Previous", "Cancel", and "Next" buttons. Below is a table with columns: "Select", "Class", "Primary Staff", "Students", and "Grade".

Select	Class	Primary Staff	Students	Grade
<input checked="" type="radio"/>	Grade 4 Sec. 1, Per./Block 1	Smith, Mary	2	4

### 3. Step 3 of 4: Select Standards

When creating an Answer Key Test Session, you have the option of attaching standards to items in order to view student performance by standard in the Classroom Reports. However, if the items are not measuring students' knowledge of standards-based skills, then you can omit the process of attaching standards.

Based on the focus of the test, select from the following two (2) options:

**Option 1:** If you do **not** need to associate Standards with items, click **Next**.

Note: Clicking Next will advance you to the screen titled Step 4 of 4.

The screenshot shows a window titled "Create an Answer Key Only Test" with a sub-header "Select Standards Step 3 of 4". It includes "Close", "Search", and "Next" buttons. Below the buttons are instructions: "Your test has been created.", "Select the standards applicable to this test and click 'Next' to begin adding questions.", and "Click 'Close' if you are finished working with this test for now." Below the instructions is a section titled "Search for Standards" with a "Standards Document" dropdown menu set to "TX 1997 Chapter 110. Texas Essential Knowledge and Skills for English Language Arts and Reading". There are also "Keywords" and "Grade Level" fields, with the grade level set to "5" to "5".

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**Option 2:** If you need to match Standards to items, then do these steps:

- A. Select the **Standards Document** in the drop down box.
- B. (Optional) Enter **Keywords** and **Grade Level(s)**.
  - **Grade Level** means grade designation per the Standards Document.
  - **Keyword** signifies a word or phrase on the Standards Document.  
Use *exact verbiage* from the document to find matching standards.
- C. Click **Search**.

Create an Answer Key Only Test

Select Standards  
Step 3 of 4

Close Search Next

▶ Your test has been created.  
▶ Select the standards applicable to this test and click "Next" to begin adding questions.  
▶ Click "Close" if you are finished working with this test for now.

Search for Standards

Standards Document  
TX 1997 Chapter 110. Texas Essential Knowledge and Skills for English Language Arts and Reading

Keywords

Grade Level 5 to 5

- D. Standards (skills) for the document you selected are listed on the next screen. Standards matching your specific criteria are highlighted in yellow.
  - (1) Select the Standards that you want to attach to the items on the test.
    - Select individual standards by clicking the box next to each desired.
    - Select all standards by clicking **Toggle all checkboxes on this page.**
  - (2) Click **Next** to proceed.

☐ (5.1) Listening/speaking/purposes.

☒ 5.1.A (A) determine the purposes for listening such as to gain information, to solve problems, or to enjoy and appreciate (4-8)

☐ 5.1.B (B) eliminate barriers to effective listening (4-8)

☒ 5.1.C (C) understand the major ideas and supporting evidence in spoken messages (4-8)

☐ (5.10) Reading/comprehension.

☒ 5.10.A (A) use his/her own knowledge and experience to comprehend (4-8)

☐ 5.10.B (B) establish and adjust purposes for reading such as reading to find out, to understand, to interpret, to enjoy, and to solve problems (4-8)

☒ 5.10.C (C) monitor his/her own comprehension and make modifications when understanding breaks down such as by rereading a portion aloud, using reference aids, searching for clues, and asking questions (4-8)

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## 4. Step 4 of 4: Tailor Test Content

### A. Setup Item 1

- If applicable, select a **Standard(s)**. *(Choose up to 3 standards per item)*
- In **Choices**, select the **Answer Choice Format** (Example: A – D)
- In **Correct**, select the **Correct Answer** in the drop down box.
- In **Points**, select the points the item is worth.
- Go to **Add** and click the **+** sign to add Item 1 to the answer key.

Insert Type	Number	Standards	Choices	Correct	Points Add
N/A	N/A	111.16(b)(4.1)(A): (A) use place value to read, write, compare, and order whole numbers through th	A through D (4)	A	1
		None			
		None			

When Item 1 is setup, it will display at the bottom of the screen as in this example:

Item	Standards	Correct	Choices	Points	Remove
1	(A) use place value to read, write, compare, and order whole numbers through the millions place	A	A-D(4)	1.00	Delete

### B. Setup Item 2 and all other items using the same steps above.

**Tip!** Insert new items in relation to existing items using **Insert Type & Number** drop down boxes positioned to the left of the Standards selection area.

### C. When you have finished setting up the Answer Key, then click **Done**.

### D. You must **activate the test** to administer it. Refer to Section 3 (p. 7) for details.

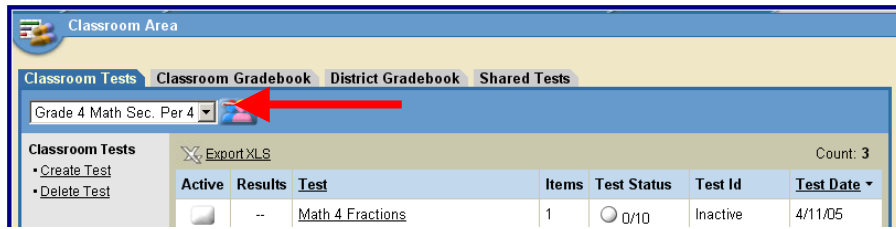
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## Section 3: Activate the Classroom Test

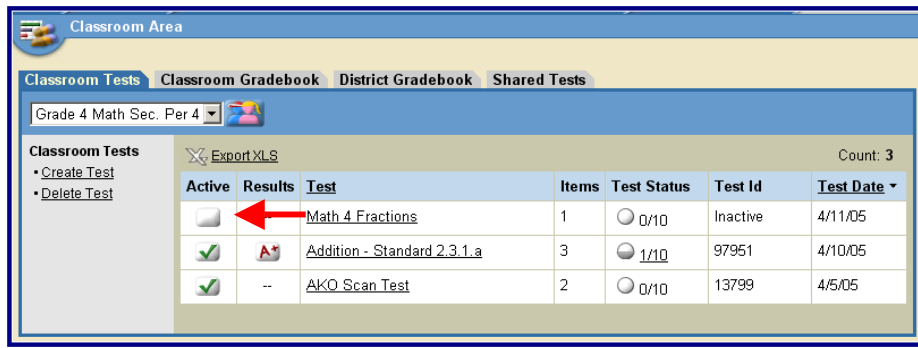
The Classroom Test can be activated using either of the two (2) options outlined below:

### Option 1: Activate the Classroom Test

1. Login to Achievement Series and select the **Classroom Area** button.
2. At the Classroom Area screen select the **Class**.

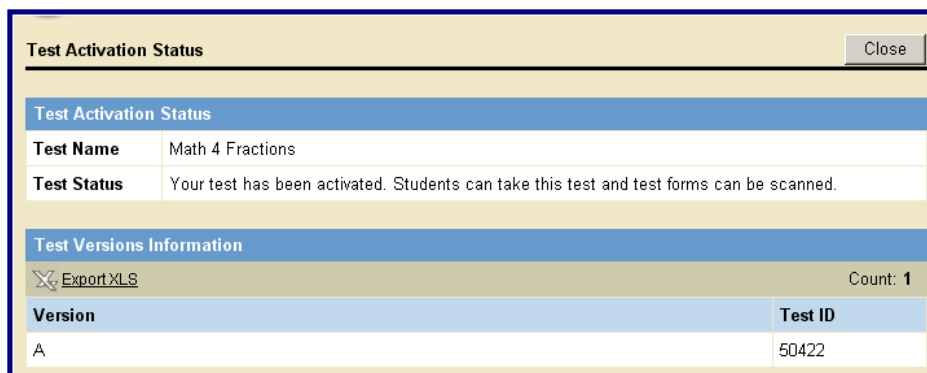


3. Identify the test to be activated and click the button in the Active cell.



4. The Test Activation Status page now appears with the Test IDs. Click **Close**.

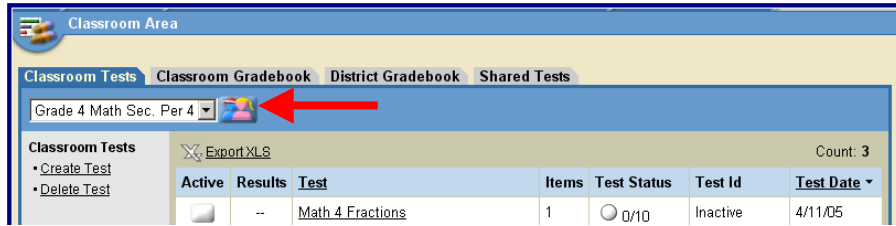
**Tip!** In the Classroom Area, the Active button now has a green checkmark.



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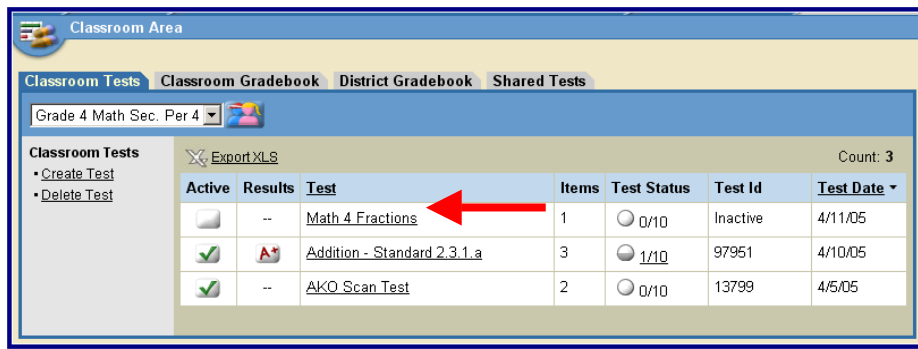
## Option 2: Activate the Classroom Test

1. Login to Achievement Series and select the **Classroom Area** button.
2. At the Classroom Area screen select the **Class**.

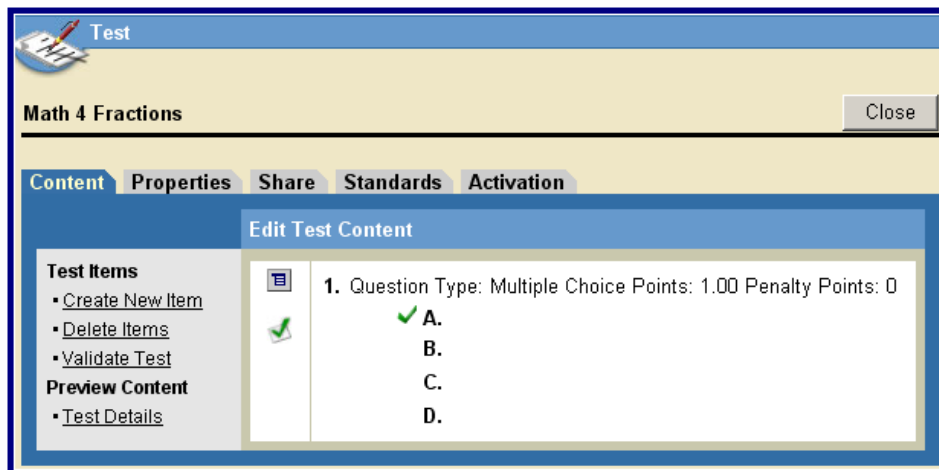


3. Identify the test to be activated and click the test name.

Example: Math 4 Fractions



4. At the Test screen, select the Activation tab.



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- On the Activation tab, click **Activate Test**.

**Test Activation Properties** [Close]

Content Properties Share Standards **Activation**

**Test Activation Information**

- [Edit Activation Properties](#)
- [Activate Test](#)

**Test Activation Status**

**Test Status** Your test is currently inactive. Students cannot take this test and test forms cannot be scanned.

- The Test Activation Status page appears with the Test ID.

After noting the Test ID, click **Close**.

Test Versions Information	
Export XLS	Count: 3
Version	Test ID
A	34322

- On the Classroom Area page, a green checkmark in the *Active* cell indicates the test is active. The **Test IDs** appear in the Test ID cell.

Classroom Tests Classroom Gradebook District Gradebook Shared Tests						
Grade 4 Sec. 1						
<b>Classroom Tests</b>						
<ul style="list-style-type: none"> <li>• <a href="#">Create Test</a></li> <li>• <a href="#">Delete Test</a></li> </ul>						
Export XLS		Count: 1				
Active	Results	Test	Items	Test Status	Test Id	Test Date
		<a href="#">Math Grade 5 Weekly Test - Fractions</a>	2	0/2	A: 34322 B: 71739 Random: 95105	3/30/05